

OFFICE 2007 Shortcuts & Tips

JANUARY 2012 NEWSLETTER:

Tabs are part of most Internet browser programs now, but not yet incorporated into Office. Here are two downloads that will add tabs to your Office Software windows. For instance, this newsletter is 4 separate Word documents and by having the tabs, the name of each appears just under the ribbon (v. 07), allowing me quicker access as I switch from page to page. Try them out...

Outlook – outlooktabs.com

Office – office-tabs.com

Read carefully as there are both pay versions and free versions available.

If you prefer to use keystrokes rather than the mouse, remember to look in Help for keyboard shortcuts – it will list all types of keystroke shortcuts for various commands within that program.

We all make mistakes and early on in school we learned how to ‘erase’ our mistakes. Here are several ways to ‘erase’ mistakes in Office where the function is called UNDO.

- Edit/Undo (erases the last action)
 - The Undo icon on the standard toolbar. (Arrow curved and pointing left)
 - The drop down arrow next to the Undo icon on the standard toolbar – allows ‘erasing’ of up to 99 actions.
 - CTRL + Z
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The zoom box, or magnifying option, is a great help in Office. Office will magnify your selection up to 400% to fill the viewable area of the file’s window. To restore, use the zoom dropdown to reset it to 100%.

NOVEMBER 2010 NEWSLETTER

The Places Bar – This is the shortcut bar that appears on the left side of a ‘save as’ dialog box, typically offering shortcuts to History, My Documents, Desktop, Favorites, etc. This shortcut bar can be customized! If you are using version XP, 2003, or 2007 of Office, follow these steps:

Select File / Open

Highlight the folder you want on the Places Bar

Click on Tools in the toolbar at the top of the dialog box

Choose Add to My Places

APRIL 2010 NEWSLETTER

ADJUSTING TO THE RIBBONS

This may be the beginning of one of my new books – just how do you get used to the Ribbon and where do you find things? Well, here are some tips that may help in that transition:

- The Office logo circle is *almost* the equivalent of the old File menu
- Customize the Quick Launch toolbar
- Move the Quick Launch toolbar above or below the Ribbon as you prefer
- Remember that new Ribbons will appear when working with special objects like tables and charts
- Use the arrows (they're very small) in the lower right corner of many Ribbon sections to access a dialog box for that feature which is very similar to those in the older versions.
- Look at each icon to see if there is an associated drop down menu or scroll bar for more options.
- Watch for several options at the bottom of a gallery listing when you use the drop down arrow.
- Don't be afraid to use HELP - the little blue circle in the upper right with a question mark in it.
- Remember there's nothing that was taken away – you'll find that old favorite command somewhere.
- Minimize the Ribbon when needed – at the bottom of the Quick Launch toolbar drop down list.
- Use the Right Mouse Button to bring up menus that are more familiar than the Ribbon
- Take the time to THINK – each Ribbon name is meaningful.

In addition, remember to look through the Word Options at the bottom of the menu after you click the Office Button – this is the equivalent of Tools / Options from the older versions and allows you to customize the program to your taste.